

AUG 2003

ATTENTION CONVENIENCE CHECK HOLDERS

There is a requirement for Convenience Check Holders to submit a 1099 to DFAS on any checks they issue for Services. This should be done throughout the year, and can be done on-line once the check writer and their corresponding Agency Program Coordinator (APC) officially request access to the 1099 TAX REPORTING PROGRAM. (Access is optional for an Approving Official.) The APC request must include a list of the check writers under their purview. The APC request is used to validate the check writers requesting access are valid check writers. It is also requested that the 1099 site be advised when a check writer leaves or a new check writer is appointed. Further information can be obtained by accessing the official DFAS 1099 Web Site at <https://dfas4dod.dfas.mil/systems/1099/>.